

## MIDTERM PLANNING CONFERENCE (MPC) MINUTES

March 14, 2013

### Date and Location:

The 2013 ESF 8 Functional Exercise Midterm Planning Conference (MPC) was held on Thursday, March 14, 2013 at the LHA Conference Center in Baton Rouge, LA. Attendees included representatives from:

First Name	Last Name	Organization/Agency
Ken	Alexander	LHA
Knox	Andress	Region 7 Hospital DRC
		LSU
Lauren	Barleycorn	LHA
Kim	Beetz	TPMRC
Myron	Chatelain	LNHA
Chuck	Bottoms	DHH
Lisa	Comeaux	LALA
Karen	Contrenchis	Leading Age/Gulf States
Cindy	Davidson	Region 1 Hospital DRC
Amy	Dawson	GOHSEP
Connie	DeLeo	Region 2 Hospital DRC
		Baton Rouge General
Kenyatta	Esters	DHH
Arbie	Goings	State Mass Fatality DRC
Liz	Harmon	Region 4/5 Hospital DRC
Chris	Kenny	DOD
Louis	Lightner	HHS – Region 6 REC
Eddie	Pack	FEMA
Keith	Peek	Region 9 Hospital DRC
Kendra	Powell	LHA
Maelien	Shipman	DOD
Malcolm	Tietje	DHH – Health Standards
Allyn	Whaley-Martin	Region 2 Hospital DRC
		OLOL Regional Medical Center
Timothy	White	DHH
Faith	Willis	CHS
Henry	Yennie	DHH

**Purpose:**

The purpose of the MPC was to review the exercise design and documentation, discuss the venue and logistics, discuss participants and timelines for the 2013 ESF 8 Functional Exercise. These minutes provide an overview of the conference and record any decisions or agreements made between ESF 8 exercise planners.

**Overview of Activities**

**General:**

The Exercise Planning team provided an overview of the planning process and the tentative decisions reached at the Initial Planning Conference (IPC). The conference was designed to provide the opportunity for exercise planners to confirm the following:

- Exercise Objectives
- Exercise Plan (ExPlan)
- Exercise Scenario
- Master Scenario Events List (MSEL) and Exercise Evaluation Guides (EEGs)
- Player Handbook

**Exercise Overview:**

The exercise, which is scheduled for 1.5 days, will reinforce the consistent and correct use of protocols and ESF 8 systems statewide. In the exercise, a hurricane scenario will be used so that all players can walk through protocols and actions from the pre-activation state through the recovery phase, including cemetery disruption response operations. The exercise will consist of training for controllers and evaluators on June 4, 2013; the exercise on June 25-26, 2013; a hot wash on June 26, 2013 at 1:00PM and an After Action Conference by controllers, evaluators, and emergency management representatives on July 11, 2013.

A second distinct exercise will occur the afternoon of June 26<sup>th</sup> to test the ESF 8 application continuity plan. During that time, the ESF 8 site will be unavailable to Hospitals, Nursing Homes and LERN from noon to 5PM. If more information is needed regarding the testing and restoration of the ESF Portal, please contact Henry Yennie at [henry.yennie@la.gov](mailto:henry.yennie@la.gov).

**Exercise Design/Plan:**

During the exercise the following will be simulated: DHH Senior Leadership twice daily Command Meetings; patient Movement in Regions 1, 3 and 9; a Mass Casualty/Fatality Incident involving 2 buses crashing, routing patients through the LERN network. The exercise planning team was provided with scripted player roles. Volunteers are needed for each facility type, hospitals and nursing homes to assist with the pre-scripted roles.

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- **Basic Role** – Hospitals and Nursing Homes will report their operating status and census in EMSTAT twice daily. Approximately 10 Hospitals and 20 Nursing Homes are being requested as volunteers.
- **Advanced 1 Role** – A power outage will be simulated. Approximately 10-20 volunteers in each facility category are needed to update their power outage and generator status in EMSTAT. Facilities will be asked to report a loss of public utility power, indicate which generators are being triggered and to update fuel status.
- **Advanced Role 2** – A subset of the facilities that reported a power outage will request a generator. The EOC Staff at GOHSEP will simultaneously test their process to support requests that are entered in WebEOC.
- **Advanced Role 3** – Facilities will initiate an evacuation. Hospitals will use the At Risk Registry for evacuation requests. Nursing Homes and Adult Residential facilities would use EMSTAT to request assistance for evacuation. The links for the At Risk Registry and EMSTAT can be found on the State of Louisiana Department of Health & Hospitals (DHH) website at <http://www.dhh.state.la.us/>.

In each role, the timing, actions and any follow-up needed will be tested.

The exercise plan will be completed and available for final review at the Final Planning Conference (FPC) once the Volunteer Management Scenario is included.

**Exercise Conduct:**

The Exercise Planning Team walked attendees through the Exercise Plan, Player Handbook, and Player Role Scripts. This gave the planning team an opportunity to ensure that policies, procedures, and venues were identified and to raise any possible questions.

## Outstanding Actions

The following actions remain open:

### Exercise Planning Team:

- Finalize Volunteer Inject/Scenario – Region 7 hospitals will make a request through the Louisiana Volunteers in Action (LAVA) system ([www.lava.dhh.louisiana.gov/](http://www.lava.dhh.louisiana.gov/)) – Knox Andress, Lead
- Coordinate exercise roles with Louisiana State Police (LSP), Department of Children and Family Services (DCFS) and Louisiana Department of Transportation and Development (DOTD)
- Finalize the location of the Data Cell – Suggestions:
  - DHH Computer Lab (N 4<sup>th</sup> St),
  - Venyu Office Space (Florida Blvd),
  - Business EOC (GSRI Rd) by the FPC.
- Finalize Master Scenario Exercises List (MSEL), Exercise Plan (ExPlan) and Communications Plan by the FPC.
- Coordinate Social Media Plan – Liz Harmon and Henry Yennie, Lead
- Coordinate the arrival of setup personnel at venues.

### Next Steps:

The FPC is scheduled for May 14<sup>th</sup> beginning at 1:00 PM. The primary option for the meeting location is the LHA Board Room. However since the boardroom is not available, a second option has been identified at the Department of Health and Hospitals (DHH), Room 173. The Controller and Evaluator Briefing is scheduled for June 5<sup>th</sup> and will be held in the same location at DHH.

## Points of Contact (POCs)

### Exercise Manager:

Dr. Rosanne Prats  
Emergency Preparedness Director  
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225-342-5168 (office)  
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### Lead Exercise Planner:

Henry Yennie  
Executive Management Officer  
Louisiana Department of Health and Hospitals  
628 North 4<sup>th</sup>  
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### Attendee List

Sign-in sheet is attached (Attachment 1)